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Operations



**STATUS OF RESOURCES AND TRAINING
SYSTEM REPORTING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFRPD 10-2 and references are contained in AFI 10-201. It establishes policies, procedures, and criteria that govern resource and training status reporting by the 305 RQS. It applies to all 305 RQS offices that supply data for the periodic reports.

SUMMARY OF REVISIONS

This revision updated command designations. Changed locations, office symbols, and report submission timeframe. A (I) indicates revisions from the previous edition.

1. Responsibilities:

1.1. 305 RQS Commander will appoint, in writing, a primary and a minimum of one alternate, Status of Resources and Training System (SORTS) manager. A copy of the appointment letter will be forwarded to the SORTS manager for inclusion in the unit SORTS file. NOTE: Unit SORTS files are maintained by 305 RQS Current Operations.

1.2. The primary SORTS manager is responsible for the collection of data required to prepare the SORTS report for transmission to higher headquarters. The alternate SORTS manager will complete the SORTS report when the primary SORTS manager is unavailable. This report is to be submitted not later than the third duty day after each unit training assembly (UTA), a minimum of one report each 30 calendar days, and within 24 hours of "C" status change.

1.3. The following offices are identified as data handlers: Operations Training (DOT), Life Support (DOL), Programs and Mobility (MAL), Communication Element (SC), and Plans Directorate (XP). It is their responsibility to gather data and provide it to the primary SORTS Manager (DOO).

2. Procedures:

2.1. DOO will provide data handlers locally-developed worksheets that will be available not later than Wednesday prior to the scheduled UTA. The worksheets will be classified CONFIDENTIAL when filled in and protected as such.

2.2. MAL will collect the data for the maintenance division and any other source required to complete appropriate worksheet and forward to DOO in accordance with paragraph 1.3.

2.3. The SORTS report is the primary metric for the squadron key process (provide combat rescue capability) and will be reviewed by the senior executive leadership (Commander, Deputy Commanders for Operations, Maintenance, and Mission Support or their designated representatives) prior to submission to higher headquarters. The final report will be stored in the Operations safe, #DO-2, Building 1630, Room 127.

2.4. SORTS reports and worksheets will be kept on file no longer than 90 days.

3. Training:

3.1. Before being assigned as data handlers, highly recommend data handlers attend an initial training class in their area of expertise (i.e., DOT, DOL, MAL, etc.) conducted by HQ AFRC/ DOOR.

3.2. The SORTS manager will conduct additional data handler training (individually or in a classroom environment) as needed.

3.3. Training accomplishments will be documented and placed in the unit SORTS training binder (maintained by the SORTS manager).

4. Self-Inspections. Self-inspections will be conducted semiannually in January and July. A data handler, selected by the Deputy Commander for Operations, will conduct the July self-inspection using the checklist in Attachment 1. The January inspection will be conducted by the SORTS manager. Completed self-inspection documentation will be maintained by the SORTS manager. A copy of the self-inspection checklist will be forwarded to the unit Self-Inspection/ Crossfeed monitor.

KENT D. CLARK, Col, USAFR
Commander

Attachment 1**SORTS PROGRAM SELF-INSPECTION CHECKLIST****A1.1. Security:**

A1.1.1. Safeguarding of Classified Sorts Material. Is classified SORTS information properly safeguarded? (AFI 31-401) This includes diskettes and hard disks used with the microcomputer system.

A1.1.2. Maintenance and Storage of SORTS Classified:

A1.1.2.1. Are worksheets and associated documents properly classified and marked? (AFI 10-201, paragraph 1.4.)

A1.1.2.2. Is the proper security classification assigned to each card in the data base? (AFI 10-201, paragraph 1.4.)

A1.1.2.3. Does SORTS data handler have a secure work environment? (AFI 10-201, paragraph 1.4.)

A1.2. Training:

A1.2.1. Training Program:

A1.2.1.1. Is there an established training program at unit level to ensure data handler proficiency? (AFI 10-201, paragraph 1.12.1.)

A1.2.1.2. Is training documented? (AFI 10-201, paragraph 1.12.1.)

A1.2.2. Training and/or Orientation of Unit SORTS Monitors. Have all unit primary and alternate data handlers received SORTS training? (AFI 10-201, paragraph 1.12.1.)

A1.3. Formatting and Preparation Procedures:

A1.3.1. General SORTS Guidance:

A1.3.1.1. Have all primary and alternate data handlers been appointed in writing? (AFI 10-201, paragraph 1.12.1.)

A1.3.1.2. Is the unit data handler using the SORTS worksheets [ACC Unit SORTS Editor and Retrieval System (ACCUSERS Format)]?

A1.3.1.3. Are all unit commanders briefed monthly on complete SORTS status?

A1.3.1.4. Have semiannual self-inspection checklists been developed? (305 RQSI 10-201)

A1.3.2. Inspection in Formatting and Report Preparation Procedures:

A1.3.2.1. Does the unit maintain AFI 10-201 (with all changes and IMCs posted)?

A1.3.2.2. Does the unit maintain the AFRC supplement and applicable interim guidance to AFI 10-201?

A1.3.2.3. Has the local reporting agency developed a publication or supplement to establish local SORTS reporting procedures?

A1.3.3. Quality Assurance Procedures:

A1.3.3.1. Are SORTS worksheets being maintained for 90 days? (305 RQSI 10-201, paragraph 2.4.)

A1.3.3.2. Is the signature of the unit commander or designated representative reflected on ACCUSERS worksheets? Are letters of designation for alternate signatories on file? (AFI 10-201, paragraph 1.13.1.)

A1.3.3.3. Are all C-level calculation worksheets being accomplished each UTA? (AFI 10-201, AFRC Supplement, paragraph 3.6.1.2.)

A1.3.3.4. Does the commander determine the overall unit C-level? (AFI 10-201, paragraph 1.13.1.)

A1.3.4. Timeliness of Report Submission. Is the report submitted to AFRC in a timely manner? (AFI 10-201, AFRC Supplement, paragraph 1.12.1.)

A1.3.5. Sub-Area Remarks Utilization:

A1.3.5.1. Do remarks identify shortages and adequately describe problems and corrective action for those measured areas less than C-1? (AFI 10-101, paragraph 1.13.1.)

A1.3.5.2. Are remarks current and valid? (AFI 10-201, paragraph 1.12.1.)

A1.3.6. Standardized Remarks:

A1.3.6.1. Is the unit complying with standardized remarks? (AFI 10-201, paragraph 1.13.1.)

A1.3.6.2. If the commander determines the C-level to be lower or higher than the computer percentages indicated, is the commander's justification reflected in the remarks under label "REASN"? (AFI 10-201, paragraph 8.4.)

A1.3.7. Timely Reporting of C-Level Changes. Is a report submitted when any measured area or unit overall C-level changes? (305 RQSI 10-201)

A1.3.8. Forecast Data Currency. Does the data base contain any expired forecast dates in "K" card or remarks?

A1.3.9. DOC Statements:

A1.3.9.1. Does each unit have a current DOC statement on file? (AFI 10-201, paragraph 2.4.)

A1.3.9.2. Has DOC statement been reviewed and initialed by the unit commander annually? (AFI 10-201, AFRC Supplement, paragraph 2.4.)

A1.3.9.3. Is the MAJCOM annual review annotated when required? (AFI 10-201, AFRC Supplement, paragraph 8.7.)